

**Request for Quotation**

(Contact at least five (5) vendors, two (2) of which are state certified MBE=s.)

<b>To</b> (Name & Address of Vendor/Consultant):	<b>From</b> (Name & Address of Grantee/Purchasing Agent):

**Date:**

The City/Town of \_\_\_\_\_ is seeking \_\_\_\_\_ (Description of Services)

The procurement of these products/services is required for the implementation of a \_\_\_\_\_ (Type of Project)

If interested, you are asked to fill in the below information and submit it back to me by \_\_\_\_\_ (Date)

Should you have any questions, please feel free to contact me at \_\_\_\_\_ (Phone Number, Ext.)

Item/Service (Completed by Grantee)	Quantity (Completed by Grantee)	Description (Completed by Grantee)	Unit Price (Completed by Vendor)	Total Amount (Completed by Vendor)

**Additional Information:**

**Signature of Vendor/Consultant:**